



EEM Guide for Suppliers

Last Updated: 9.16.2021

The information in the following document will help suppliers and brokers more efficiently navigate the EEM system. This guide is designed to provide step by step instructions to use the Virginia ABC EEM system. This is used as supplemental information that was discussed during the online EEM Training. If you still have questions after reading this document and referring to the online EEM Training, please contact EEMTraining@virginiaabc.com.

Below are the steps required to successfully schedule deliveries using the EEM system. This guide will walk through step by step how to perform these steps.

1. Supplier creates a Purchase Order

- The Purchase Order is where the supplier will notify Virginia ABC of the products and quantities they are expecting to bring on their delivery.

2. Supplier creates an Advanced Shipping Notice (ASN)

- The ASN allows the Virginia ABC receiving department to properly receive the Purchase Order from the Supplier.

3. Supplier links the PO to the ASN using the “Create ASN from PO – Shipping” user interface

- Linking the PO to the ASN allows the Virginia ABC receiving department to receive the product on the ASN.

4. Supplier or Carrier creates the Appointment

- Creating the appointment is where you will set the date/time for your delivery to arrive. This can be done by the supplier or the carrier.

5. Supplier ships the ASN in EEM

- Shipping the ASN notifies the Virginia ABC receiving department that the delivery is coming. Shipping the ASN in EEM can when the supplier is sure that the PO will not change.

Helpful Information before Getting Started

The new Distribution Center Address is: **7452 Freight Way, Mechanicsville, Virginia 23116**

The address is a brand new road and some people have not been able to find it on google maps. If you are unable to locate the building using the address above, please use the address below. This will take you to our new facility.

7389 Pole Green Road, Mechanicsville, VA 23116

All deliveries much go around the right side of the building and check in with the security guard. Deliveries must have an appointment ID in order to get through the security gate.



Helpful Links:

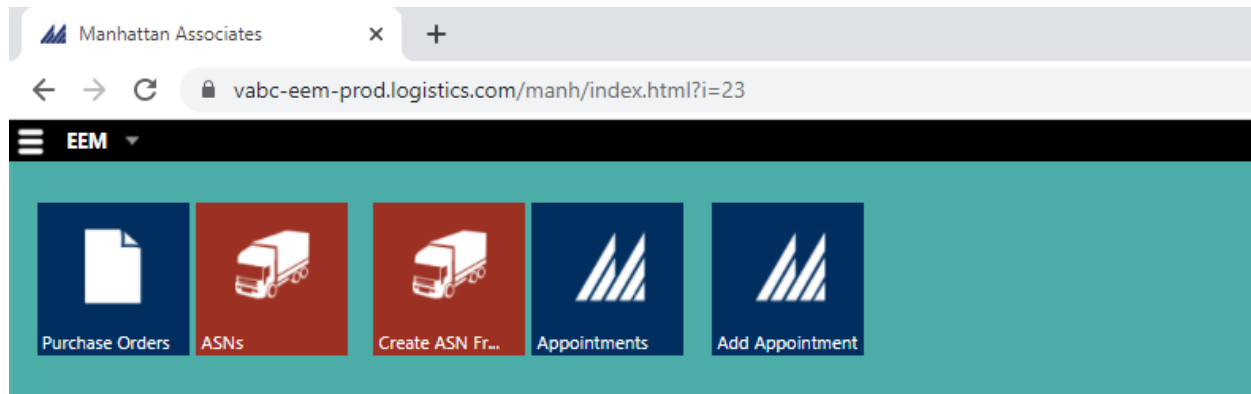
- EEM Training Link – link to retake training through the COVLC website
 - <https://covlc.virginia.gov/Default.aspx>
- EEM Live Environment – use this link to begin using the EEM system.
 - <https://vabc-eem-prod.logistics.com>

It is highly recommended that users Pin Tiles to their EEM home screen for easy navigation. To learn how to Pin Tiles, please double click the “Pin Tiles in EEM” document below.



Pin Tiles in
EEM.docx

After pinning tiles to your home screen, your EEM home page should look like the screenshot below. The five tiles you will need to access are: “Purchase Orders”, “ASNs”, “Create ASN From PO – Shipping”, “Appointments”, and “Add Appointment”.

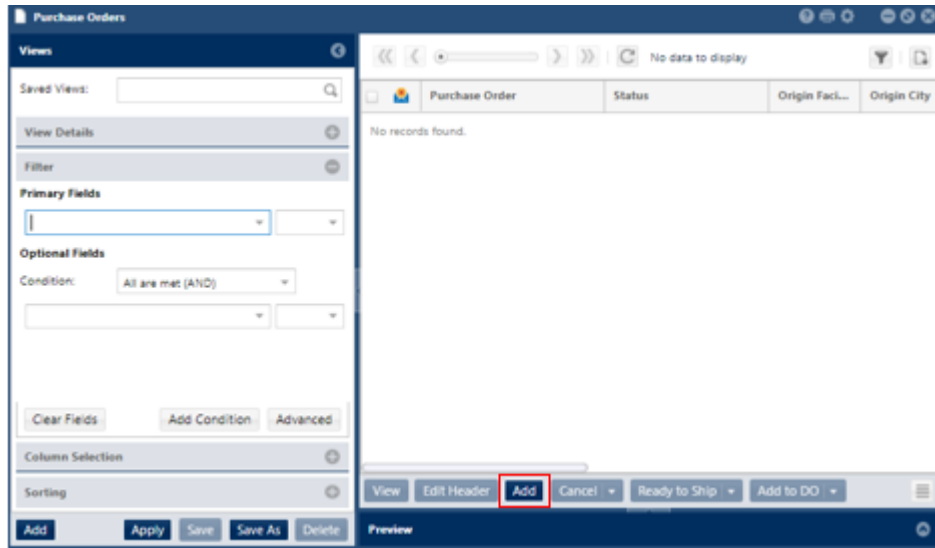


To begin the process of using EEM, double click on the Purchase Orders UI and follow the instructions below.



1. Create Purchase Order (Purchase Orders user interface):

Access the Purchase Order UI and click the Add button that is indicated by the red square below to create a Purchase Order.



After clicking Add, you will be taken to the “Add PO – Add Purchase Order” screen.

On the “Add PO – Add Purchase Order” screen you will only need to fill out the following information.
No other information is needed other than what is listed below!



General Tab

- The **Purchase Order ID** field will be blank. The EEM System will auto generate the purchase order ID.
- The **Billing Method** will always be “Prepaid”
- The **Due Date** will be the estimated date for the Purchase Order. This is an estimate, and will not guarantee that your appointment will be on this day.
- The **business partner ID** will be a four digit code that signifies which supplier is on the purchase order. All business partner ID's will begin with the number 4, followed by the three digit vendor code assigned to the supplier in MIPS. (As a supplier, this will already been filled in).

- After the above information is filled in, scroll down on the page until you see the Origin and Destination fields. The only other mandatory information on the general tab is the following:
 - **Origin Facility** – this will be the same 4 digit number as the business partner ID above
 - Note: Brokers, this is where you will enter in the appropriate 4 digit number of the supplier that owns the product.
 - **Destination Facility** – this will always be VABCFACILITY

After you have finished filling out the information on the General Tab on the Purchase Order, scroll back up to the top and click the Lines tab to enter in the specific items that will be included on the PO.



Lines Tab

After clicking on the Lines tab you will be taken to the following screen. This is where you will fill out the specific item information for the Purchase Order. Please review the notes below to see the exact fields that need to be filled out on the Lines tab.

- In the **Line Number field**, enter the line number. For example. If there are 4 items on your purchase order, you will have lines 1, 2, 3, and 4 (as shown below).
- **Line Type** will always be “Item”.
- **Item** – enter in the 6 digit Virginia ABC item code. When entering line items on the Purchase order, **the items MUST be six digits in length**. If your item code is less than 6 digits, you must add a 0 in front of the item to reach the six digit length.
 - For example:
 - if your item code is 12345, you will enter 012345 in EEM
 - if your item code is 1234, you will enter 001234 in EEM
- **Order Quantity** will always be in **eaches** (bottles). For example if you are bringing in 100 cases with 6 bottles per case, you would enter **600 eaches** in the order quantity field.
- The last field that needs to be filled in on the lines tab is the **Size 1 field**. This is where you will enter in the number of pallets that the product will come in on. For each item, enter in the number of pallets the product will be on. This is extremely important as the number of pallets help determine the duration of the appointment.
 - When entering the Size 1 Field (Pallets) on the Purchase Order, this field can be a decimal. For example, if you are bringing in 60 eaches of a product (5 cases), you can estimate that this would be 0.10 of a pallet.
 - **Each line item on the Purchase Order MUST have the Size 1 Field filled in. If a line item does not have a pallet quantity (size 1), the receiving department will not be able to check in the product!**



- If you are having trouble saving the PO and receive an error, for example “item not valid”, please reach out to EEMTraining@virginiaabc.com for assistance. **Do not ship any product to the warehouse that is not on the PO/ASN!**
- Click save. A Purchase Order ID number will now be generated. Please save that number for use later in the process.

General		Lines	Business Partners	Notes	
<input type="checkbox"/>	* Line Number	Line Type	* Item	* Order Quantity	Size 1
<input type="checkbox"/>	1	Item ▼	<input type="text"/>	<input type="text"/> Eaches ▼	<input type="text"/> Pallets
<input type="checkbox"/>	2	Item ▼	<input type="text"/>	<input type="text"/> Eaches ▼	<input type="text"/> Pallets
<input type="checkbox"/>	3	Item ▼	<input type="text"/>	<input type="text"/> Eaches ▼	<input type="text"/> Pallets
<input type="checkbox"/>	4	Item ▼	<input type="text"/>	<input type="text"/> Eaches ▼	<input type="text"/> Pallets
<input type="button" value="Add"/> <input type="button" value="Delete"/>		Line Type is always Item		Quantity is always in Eaches	



2. Create ASN (ASN's user interface):

Access the ASNs UI and click the Add button that is indicated by the red square below to create an ASN.

After clicking Add, you will be taken to the “Add ASN” screen.



On the “Add ASN” screen you will only need to fill out the following information. **No other information is needed other than what is listed below!**

- The **ASN number** will auto populate after the ASN has been saved. Please do not enter an ASN number.
- The **Delivery Facility** will always be VABCFACILITY.
- The **Estimated Delivery** should be the same as the estimated date for the Purchase Order.
- The **Business Unit** will always be Virginia ABC.
- The **Origin type** will always be Supplier.
- The **Pickup facility** will be the 4 digit business partner ID that was added on the Purchase Order.
- The **Business Partner** is the same 4 digit business partner ID. All business partner ID’s will begin with the number 4, followed by the three digit vendor code assigned to the supplier in MIPS.
- Click save. An ASN number will be generated. Please save that number for use later in the process.

The screenshot shows the 'Add ASN' form with the following fields and callouts:

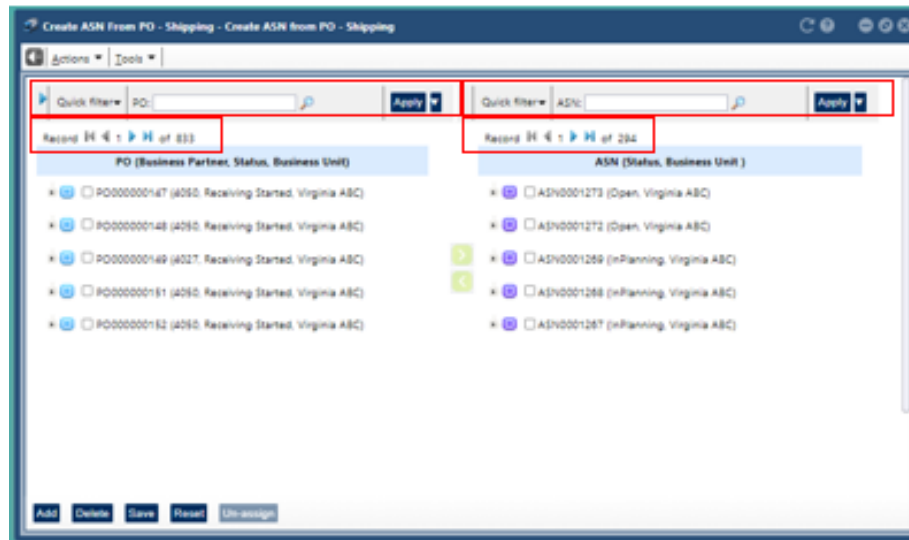
- ASN:** A text field with a callout: "Leave the ASN blank. It will auto generate a number."
- Shipment:** A text field.
- Delivery facility:** A text field with a callout: "The delivery Facility will always be VABCFACILITY."
- ASN status:** A dropdown menu set to "InPlanning".
- Shipped date:** A date field.
- Estimated delivery:** A date field.
- Total shipped:** A text field showing "0.0".
- COG:** A text field.
- Total received:** A text field.
- ADM:** A text field.
- Header section:**
 - Business Unit:** A dropdown menu set to "Virginia ABC".
 - Origin type:** A dropdown menu set to "(none)". A callout: "The Origin Type will always be supplier."
 - Pickup facility:** A text field. A callout: "The Pickup Facility is always your company ID Number (Same as Business Partner ID)."
 - Pickup date:** A date field.
 - Type:** A dropdown menu set to "Ready to Ship".
 - Business partner:** A dropdown menu set to "4347". A callout: "The Business Partner is your company ID number."
 - BOL number:** A text field.
 - PRO number:** A text field.
 - Priority:** A text field set to "0".
 - State/Province:** A dropdown menu set to "(none)".
 - Postal Code:** A text field.
 - County:** A text field.
 - Telephone:** A text field.
 - Weight:** A text field.
 - Unit of Measure:** A dropdown menu set to "(none)".
 - Shipping cost:** A text field.



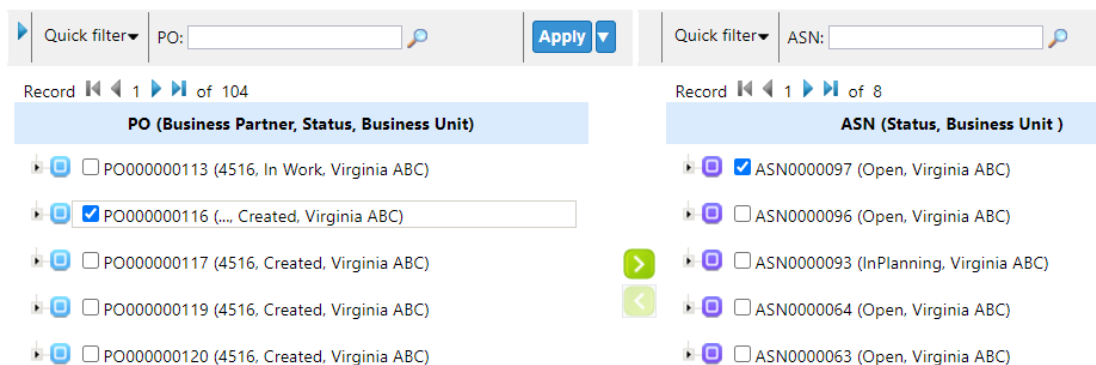
3. Create ASN from PO – Shipping user interface:

After you have created the Purchase Order and the ASN, you will need to link the two together. Follow the steps below to link the PO to the ASN.

Access the “Create ASN from PO – Shipping” UI.



- Find the Purchase Order you would like to link by either using the PO filter at the top of the screen or by using the arrows indicated by the red squares above. Once you have found your PO click the check box next to your PO.
- Find the ASN you would like to link by either using the ASN filter at the top of the screen or by using the arrows indicated by the red squares above. Once you have found your ASN click the check box next to your ASN.
- Once you have found the PO and ASN needed, and have checked them both, the green arrow in the middle of the screen will light up and will allow the PO to be assigned to the ASN. Click the green arrow. (See picture below for example).





- To verify that the PO and the ASN have been linked, click the small drop down arrows to the side of the ASN. If your PO lines are now below your ASN, the PO and ASN are linked.

Record 1 of 294

ASN (Status, Business Unit)

☐ ASN0001273 (Open, Virginia ABC)

☐ ASN0001272 (Open, Virginia ABC)

	Line	Item	Qty	PO
☐	2	020368	3,600	EachesPO0000001293
☐	3	016396	300	EachesPO0000001293
☐	4	020366	420	EachesPO0000001293
☐	5	020369	600	EachesPO0000001293
☐	6	020372	600	EachesPO0000001293
☐	7	020376	600	EachesPO0000001293
☐	8	020374	600	EachesPO0000001293
☐	1	026823	6,048	EachesPO0000001293

- **Hit save at the bottom of the screen!** You have now successfully linked the PO to the ASN. The PO and ASN will not be linked until you have hit save.



4. Create Appointment (Appointment user interface):

The next step in the process is to create the appointment. This can be done by either the supplier or the carrier. If the carrier is creating the appointment, they will need the Purchase Order number provided to them by the Supplier.

Access the Appointment UI and click Add.

The screenshot shows the 'Appointments' window with a toolbar at the top containing 'Actions' and 'Tools'. Below the toolbar is a search bar with 'Quick filter' and 'Appointment:' text. A table header is visible with columns: Business Partner, Appointment ID, Suggested Start Date/Time, Appointment Type, Appointment Status, and Shipment. Below the table is a row of action buttons: Add, Approve, Edit, Check in, Reject, and Email. The 'Add' button is highlighted with a red box. At the bottom, there are links for 'Appointment Audit Trail' and 'Calendar'.

Once you have clicked add, you will be taken to the “Appointments – Add Appointment” screen as shown below.

The screenshot shows the 'Appointments - Add Appointment' window. It features a form with various input fields: Facility, Suggested start date/time, Appointment type (a dropdown menu), Appointment ID, Carrier, Business partner, Equipment code, Load configuration (a dropdown menu), Estimated trailer duration (min), Estimated tractor duration (min), Estimated departure date/time, Appointment requested date/time, and Control number. Below the form is a section titled 'Appointment Objects' with tabs for 'Slot Details', 'Dock Details', and 'Additional Details'. It contains a table with columns: Purchase Order, Shipment, Stop, ASN, and PO Due Date. Below the table are buttons for 'Add Row', 'Add Multiple', 'Delete Row', and 'Set PO sizes'. At the bottom of the window is a row of buttons: Calendar, Cancel, Recommend Time Slots, Save, Save as Recurring, Save with Best Fit, and Validate.



The following information needs to be filled out:

- The **Facility** is always VABCFACILITY
- **Suggested start date/time** is the date that you would like the appointment
- The **Appointment type** is always Live Unload
- Leave the **Appointment ID** blank (this will auto generate after saving the appointment)
- The **Carrier** is the 4 digit SCAC of the carrier. See the SCAC spreadsheet for a complete list. If a carrier is not listed, please contact EEMTraining@virginiabc.com.
- The **Equipment code** is the type of trailer that is bringing the delivery
 - **TRL 28** – 28 foot trailer
 - **TRL 40** – 40 foot trailer
 - **TRL 42** – 42 foot trailer
 - **TRL 53** – 53 foot trailer
 - **BXTRCK** - Boxtruck
 - **PICKUP** – Pickup Truck
 - **MISC** – Car, Van, etc.
- **Load configuration** is based on the number of different SKUs on the delivery
 - **STR8** = Only 1 SKU on the delivery
 - **MS4** = 2-4 SKUs on the delivery
 - **MS5** = 5-9 SKUs on the delivery
 - **MS10** = 10+SKUs on the delivery
 - **N-DK** = Delivery is on a vehicle that cannot be hooked to a dock door (Van, Pickup Truck, Car, etc.)

The screenshot shows the 'Add Appointment' form with several red callout boxes providing instructions:

- Facility:** The Facility is always VABCFACILITY.
- Load configuration:** The Load Configuration is based on the number of SKUs on the Delivery.
- Appointment type:** The appointment type is always Live Unload.
- Carrier:** The carrier is the company delivering the load (See list of SCAC codes).
- Equipment code:** Equipment Code is the type of trailer bringing the delivery.

The form includes fields for Facility, Suggested start date/time, Appointment type, Appointment ID, Carrier, Equipment code, and Load configuration. It also has a table for Appointment Objects with columns for Purchase Order, Shipment, Stop, ASN, and PC. Buttons at the bottom include 'Add Row', 'Add Multiple', 'Delete Row', and 'Set PO sizes'.

- When scheduling the appointment, **you must add the purchase order to the appointment**. This is done at the bottom of the Appointments User Interface.
 - The Purchase Order can be typed in or searched using the magnifying glass (remember your PO from step 1).
 - Multiple purchase orders can be added to a single appointment by clicking on “Add row”.



Appointment Objects	
<input type="checkbox"/>	Purchase Order
<input type="checkbox"/>	Shipment
<input type="checkbox"/>	PO000000192

Buttons: Add Row, Add Multiple, Delete Row, Set PO sizes

- Once the above information has been filled in, click Recommend Time Slots for the EEM system to recommend available time slots for this appointment based on the estimated delivery date.
- Use the buttons on the left side of the screen to choose the appointment time. Click select when finished.
 - If a time is not available on the date you selected, you will receive an error message saying “No slot capacity available”. If you receive this message, please choose another appointment day.

<input checked="" type="radio"/>	Start-Time:4/20/21 12:30 Departure-Time:4/20/21 13:30 Appointment Slots:Dock - able
<input type="radio"/>	Start-Time:4/20/21 12:15 Departure-Time:4/20/21 13:15 Appointment Slots:Dock - able
<input type="radio"/>	Start-Time:4/20/21 12:00 Departure-Time:4/20/21 13:00 Appointment Slots:Dock - able

Select **Cancel**

- Once a date and time has been selected, click save at the bottom of your screen. You will receive a confirmation page that looks similar to the picture below.

Appointment ID	Suggested Start Date/Time	Appointment Type	Appointment Status	Shipment	Purchase Order	ASN	Facility	Trailer
4111600	7/20/21 10:15	Live Unload	Scheduled		PO000000304		VABCFACILITY	

Buttons: Add, Approve, Edit, Email

Appointment Details

Facility:	VABCFACILITY	Load configuration:	MS4
Facility Name:	VABC WAREHOUSE	Estimated trailer duration (min):	15
Suggested start date/time:	7/20/21 10:15	Estimated tractor duration (min):	15
Appointment type:	Live Unload	Estimated departure date/time:	7/20/21 10:30
Appointment ID:	4111600	Appointment requested date/time:	7/20/21 06:17
Equipment code:	TRL53	Actual checkin date/time:	



After you create your appointment, **always remember to go back and Ship your ASN**. Failure to ship your ASN in EEM will prevent the Virginia ABC Receiving Department from being able to successfully check in the appointment!

Once you are ready to ship the ASN, follow the steps below.

5. Ship ASN (ASN's user interface):

- Go to the ASN's UI and filter for your ASN. You can use the filter on the left hand side of the screen. Hitting apply at the bottom of the screen will show all ASNs that you have created.

The screenshot shows the 'ASNs' user interface. On the left is a filter panel with sections for 'Saved Views', 'Filter', 'Primary Fields', 'Optional Fields', 'Column Selection', and 'Sorting'. The 'Apply' button at the bottom of the filter panel is highlighted with a red box. The main area displays a table of ASNs with columns: ASN, Business Partner, Business Unit, and Delivery. The table contains 13 rows of data, all with 'Virginia ABC' as the Business Unit and 'VASCFA' as the Delivery location. At the bottom of the table are buttons for 'View', 'Edit Header', 'Add', 'Ship', 'Cancel', 'Receive', 'Verify', and 'Print Labels'.

ASN	Business Partner	Business Unit	Delivery
ASN0000088	4050	Virginia ABC	VASCFA
ASN0000098	4027	Virginia ABC	VASCFA
ASN0000105	4192	Virginia ABC	VASCFA
ASN0000086	4516	Virginia ABC	VASCFA
ASN0000095	4200	Virginia ABC	VASCFA
ASN0000087	4192	Virginia ABC	VASCFA
ASN0000089	4027	Virginia ABC	VASCFA
ASN0000090	4050	Virginia ABC	VASCFA
ASN0000092	4027	Virginia ABC	VASCFA
ASN0000097	4200	Virginia ABC	VASCFA
ASN0000103	4200	Virginia ABC	VASCFA
ASN0000104	4200	Virginia ABC	VASCFA
ASN0000099	4200	Virginia ABC	VASCFA
ASN0000100	4200	Virginia ABC	VASCFA
ASN0000093	4027	Virginia ABC	VASCFA

- Check the box next to your ASN
- Click **Ship** at the bottom of the screen
 - ASNs should be shipped on the day the delivery truck leaves your facility. This ensures that no changes will be made to the ASN
 - The ASN can be shipped earlier than the day prior, but only if the supplier is 100% certain that no information on the PO/ASN will change.



<input checked="" type="checkbox"/>	ASN0000110	4200	Virginia ABC
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View	Edit Header	Add	Ship	Cancel	Receive	Verify	Print Labels
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- After you have shipped the ASN, the status of the ASN will change from Open to In-transit.

ASN: **ASN0000110**
ASN status: **InTransit**

Do not ship an ASN until you are 100% sure that the items and quantities on the delivery will not change. If there is a change that needs to be made to the delivery, please follow the steps in the “Updating an Existing Purchase Order” document to update the PO and ASN prior to shipping the ASN.



Updating an
Existing Purchase Order

You have completed all the necessary steps to successfully create a purchase order, ASN, and appointment for Virginia ABC’s new warehouse!